

## **COMMITTEE ON HUMAN RESOURCES/INSURANCE**

**May 7, 2002**

**5:30 PM**

Chairman Lopez called the meeting to order.

The Clerk called the roll.

Present: Aldermen Lopez, Sysyn, Pinard, Shea, DeVries

Messrs: F. Thomas

Chairman Lopez addressed Item 3 of the agenda:

Communications from the Public Works Director requesting to fill four Highway Department vacancies as follows:

- a) Refuse Collector;
- b) Equipment Mechanic II;
- c) Equipment Service Technician I; and
- d) Recycling Coordinator

Alderman Shea moved to approve the request. Alderman Pinard duly seconded the motion.

Alderman DeVries asked regarding the recycling coordinator is that an essential to be filled at this point. Do you have a candidate?

Mr. Thomas answered no we don't have a candidate but because it is such a specialty field we feel that it could take up to two months before we hire somebody and that is why we would like authorization to proceed right now. Our previous operator was stolen by Concord so we will probably have to steal one from some other municipality.

Chairman Lopez stated when you get this person if they can educate the public with publicity that would be great.

Mr. Thomas replied I did put together a little summary for the Board of what the position does and I know you asked me the question does the position deserve a pay grade 20 and I just tried to answer it. The bottom line is that it is a professional level specialty type position and the position has to have the public

speaking capabilities to go up in front of the Chamber of Commerce or the School Department or the Board to make a presentation.

Alderman DeVries asked so you are saying that it will likely take a few months to fill this so we are really out of this year's budget.

Mr. Thomas answered I don't want to promise but I would say six to eight weeks is reasonable. We have to post in-house and there is nobody in-house and then City wide and then go outside.

Chairman Lopez called for a vote on the motion. There being none opposed, the motion carried.

Chairman Lopez stated I have a couple of new items that have come to my attention and if there is no objection from the Committee I would like to bring in one from the Building Department and talk about the City Assessor's Office. Hearing none, Leon has been in communication with the Mayor and I am going to let him speak to it but basically he is down to two inspectors and he normally has four because one retired.

Mr. LaFreniere replied thank you very much for the opportunity. I managed to get myself into a bit of a pickle. As Alderman Lopez indicated we are down more people than we thought we were going to be at this point. The effect of the retirement of the Plumbing Inspector this past month had a little bit more of an impact on us than we anticipated. We had originally thought that we might be able to work through this process and hold the hiring on the replacement of that position until the end of the fiscal year but my building inspector is out with an illness so my construction inspection staff is now cut in half. As we are heading into the construction season this is going to be problematic. I appreciate the fact that you are willing to hear me out on this without being on the agenda. I did prepare for Alderman Lopez an analysis of what the cost will be for this request. Essentially what we want to do is move the mechanical inspector position, who is also a licensed Master Plumber, to the Plumbing Inspector position and recruit for the mechanical inspector position. The annual savings from our current complement will be about \$15,000.

Chairman Lopez stated with that I just want to make a comment so the Committee is well aware of it. I think what the department head is looking for is approval to go and get that individual but not hire him because he still has to talk to the Mayor as far as the policy is concerned. I didn't know whether...Ginny is that something that you would prefer this Committee to do or would you as the HR Director rather work it out with the department head if we okay it.

Ms. Lamberton replied what happened was after the last time we met the next morning Leo wrote a letter to the Mayor regarding what this Committee had done in freezing positions. He listed the ones that the Committee recommended be defrosted and the ones that were tabled. Then the Mayor got back and I got a copy and I called the Mayor and asked him which ones he agreed with and then I get to tell the department head. That is how we have been working if that is okay.

Chairman Lopez stated so we would just approve the position.

Ms. Lamberton replied you would recommend to the Mayor that it be defrosted.

Alderman Pinard moved to approve the request of the Building Director to make a lateral transfer of the Mechanical Inspector incumbent to the Plumbing Inspector position and to recruit a candidate for the Mechanical Inspector position. Alderman Sysyn duly seconded the motion.

Alderman Shea asked Leon do you have enough money to hire someone.

Mr. LaFreniere answered yes. We are actually able to absorb the severance as well.

Alderman DeVries asked is this a position that you will still put through the review process before it is posted.

Ms. Lamberton answered I just looked at these when I was looking at all of the inspector positions. I had looked at all of them a couple of months ago to provide equity for all of the inspectors.

Chairman Lopez called for a vote on the motion. There being none opposed, the motion carried.

Chairman Lopez stated the other item that has come up is from the City Assessor's Office and is due to Audrey retiring and the customer service counter is getting hectic down there. They are putting the telephone answering machine on and they are getting into the tax season now. After talking to Steve and Ginny they are still going to need two customer service representatives. One of the solutions that the department head has come up with and made a recommendation on is while he is looking for somebody if we approve him hiring a customer service representative, he would hire a part-time person. When the regular person gets there, then the part-time person would no longer be working there. He has indicated to me that he has sufficient funds to cover this.

Mr. Tellier stated as you know the bills are due July 1 and December 1. It is only a matter of several weeks when we lock up at this point. Also, we have approximately 3,600 transfers a year, change notices, people moving, etc. and as you know HTE and the way the module works, the City's building system, LX, the land module and ownership is the center, which precipitates tax billing, utility billing, building permits, etc. Everything else is driven off of this so it is critical that this be maintained with the most up-to-date ownership information. What we are asking for is not only permission to fill the permanent funded position of Customer Service Representative III but also we have someone who is trained and come in for half a day and by not being interrupted can really get us back up to speed and prepare us for the up-to-date building process that we are assembling. What Chairman Lopez alluded to is that we would like to hire this person. The person wouldn't receive any benefits. She is already trained and can come in and catch us up. That person would only be probably half a day for two or three weeks. It will take a number of weeks to post the position and accept applications through HR and fill the position so this temporary person, already being trained, would get us up to speed and we will be on top of things.

Alderman Pinard moved to approve the request to recommend to the Mayor that the Assessor's Office be allowed to hire a full-time Customer Service Representative III and in the meantime hire a temporary part-time employee. Alderman Sysyn duly seconded the motion.

Alderman DeVries asked so you are still on hold with the full-time Customer Service Representative III.

Mr. Tellier answered no. We are asking for the approval to fill that position.

Chairman Lopez stated the procedure is for this Committee to recommend to the Mayor to fill the position.

Mr. Tellier replied that is what we are asking but we are also asking for approval for some temporary assistance that we do have the funds for.

Alderman Shea asked regarding the part-time person, would it be half a day like four hours.

Mr. Tellier answered it could be a whole day but the individual who is already trained only wants to come in in the morning and leave at noon time. Because she won't be answering the phone and won't be interrupted and because of her training we can really use her help.

Alderman Shea asked so her hours will be flexible like 8 AM until 12 PM or 12 PM until 4 PM or something.

Mr. Tellier answered yes with no benefits and again there is no training involved.

Alderman Shea asked is it 20 hours a week.

Mr. Tellier answered yes probably.

Chairman Lopez called for a vote on the motion. There being none opposed, the motion carried.

There being no further business, on motion of Alderman Shea, duly seconded by Alderman Pinard, it was voted to adjourn.

A True Record. Attest.

Clerk of Committee